

# Adventure and Enchantment Birthday Parties

## Request and Agreement Form (as of 1/1/14)

Sherwood Center, 3740 Old Lee Highway

All Fees are collected at the time of agreement between the City of Fairfax Parks and Recreation, Contracted Birthday Party Coordinator and Person Requesting Party. Parties should be requested at least 30 days in advance. Final head count for the party is due one week prior to the party.

Name of Parent or Guardian: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Home Address: \_\_\_\_\_

### Party Information

Name of Child: \_\_\_\_\_ Age: \_\_\_\_\_ M F

**Please choose one of the following: (see Leisure Times for descriptions)**

\_\_\_\_\_ **LEGO Birthday Party** (\$225 for up to 12 children)

*Party includes staff with 75 min of activities, followed by 30 min of parent-led cake/present time and 15 minutes of clean-up time*

\_\_\_\_\_ **Princess/Pirate Birthday Party - Propped and Prepped** (\$180 for up to 12 children, \$10 for each additional guest)

*Parent-Led Party - includes room use for 2 hours with half hour on each end for set-up/clean-up*

\_\_\_\_\_ **Princess/Pirate Birthday Party - Propped, Prepped and PROVIDED** (\$270 for up to 12 children)

*Party includes staff with 75 min of activities, followed by 30 min of parent-led cake/present time and 15 minutes of clean-up time*

**Date of Party:** \_\_\_\_\_ **Time of Party:** \_\_\_\_\_ (see above)

**Additional Time Added to Party:** \_\_\_\_\_ (\$55/hr)

### PAYMENT AND RESERVATION

**Deposit:** \_\_\_\_\_ \$50 (due at time of application) **Balance:** \$ \_\_\_\_\_ **Due:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_ **Security Code:** \_\_\_\_\_

A \$50 deposit is due at the time of request for Adventure and Enchantment Birthday Party. Full payment will be taken when birthday party is confirmed by Contracted Birthday Party and City of Fairfax Parks and Recreation Staff. You will be notified in 3-5 business days of confirmation of party. The applicant agrees to pay the price above and amount of persons attending the party. Any violation of this contract can result in cancellation of the party.

*I have read this agreement and the Policies and Conditions included with this form and agree to abide by their terms. (see reverse side)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY:

Approved: \_\_\_\_\_ (City of Fairfax Parks and Recreation Manager) Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (Birthday Party Coordinator) Date: \_\_\_\_\_

PAYMENT TAKEN: \$50 Deposit Date: \_\_\_\_\_ Remaining Balance: \_\_\_\_\_ Date: \_\_\_\_\_

## Adventure and Enchantment Birthday Party Policies and Conditions

**Modification:** City reserves the right to modify procedures, restrictions, and related guidelines as circumstances dictate.

**Reservations:** Reservations will be accepted on a first-come, first served basis; applications will be reviewed and the City reserves the right to cancel reservations if reservation agreement circumstances change or for a reasonable cause. A \$50 deposit is due at the time of request for Adventure and Enchantment Birthday Party. Full payment will be taken when birthday party is confirmed by Contracted Birthday Party and City of Fairfax Parks and Recreation Staff. You will be notified in 3-5 business days of confirmation of party. Applicant must be at least 21 years of age and accepts responsibility for supervision throughout the period covered by the agreement. Name(s) of person(s) who will be on the scene and in charge during the party must be identified to the Facility Management individual present. Only those parties specified by applicant, in addition to the applicant, will be permitted to make additions or changes to the signed agreement.

**Payment:** Once the party is approved by the Parks and Recreation staff and Contracted Birthday Party Contractor, full payment as stated on the Request and Agreement Form is due to confirm the party on all parties.

**Cancellations:** A full refund will be made if cancellation is made 14 or more days prior to the party date. Refund minus the deposit will be given if cancelled within the 14 days.

**Setup & Clean-up:** The Contracted Birthday Party Coordinator will be responsible for setting up the requested birthday party theme. Any additional decorations or setup must be provided by the person reserving the party. The person reserving the birthday party is responsible for any clean up after the party (except for the contracted Birthday Party Coordinator supplies). Plastic sheeting must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User must remove all food, equipment, and trash during the reserved hours. All trash and decorations must be cleaned up and placed in designated trash receptacles provided by the City.

**Arrival at the Center:** Facility management must be informed of the arrival time of the first guest/vendor. Your contracted time is the time you will be allowed access to the room(s) you have rented. Caterers and others must be instructed not to arrive before the Contracted Birthday Party time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the party time. Hallways and Gallery must be kept clear of people and obstructions.

**Personnel:** The City will provide one contracted staff to organize and facilitate the party, unless otherwise agreed upon.

**Restroom Facilities:** The Sherwood Community Center has ADA compliant restrooms.

**Shared Space:** Areas such as the patio, gallery, hallways, and bathrooms are considered to be shared space among all rentals.

**Open Flames:** User must seek approval prior to the event for the use of burning candles, chafing dishes, and other similar open flame sources. Any flames rising higher than their container are not permitted. Sparklers and other types of fireworks are not permitted.

**Smoking:** Smoking is not permitted inside the building, but is permitted outside the building and on the grounds. Users must use ash urns provided on site.

**Decorations:** No decorations or other items may be tacked, taped, nailed, or affixed in any way to the walls, pillars, beams, or any other surface of the building inside or out. No birdseed, rice, confetti, sparklers/fireworks, etc., may be used inside or outside of the building. No bubbles are allowed inside the building. Failure to abide by these regulations will result in loss of security deposit.

**Art Work:** The art work in the halls, classrooms, and Performance Space remains up during ALL events and cannot be covered.

**Fire Code:** Failure to comply with the fire code capacity in each room will result in immediate termination of the event and forfeiture of fee and security deposit.

**Damages:** Person reserving the Birthday Party is responsible for all damages to the property and equipment. The City and the user will review the buildings with groups prior to and after use to determine conditions and any potential damage charges. Damages will be deducted from the security deposit.

**Liability/Injuries:** User is responsible for all injuries to guests. The user will save harmless the City of Fairfax, the lesser and the City's and lesser's officers, employees, and agents on any and all claims whatsoever arising out of the use of the Sherwood Community Center, including any liability for death, personal injury or property damage, where incurred by the lesser, lessee (or member if lessee is an organization or group) or any and all third parties.

**Violation of Law:** Violation of any laws prevailing in the City of Fairfax by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee and security deposit.

**Failure to Comply:** Failure to comply with these policies and condition will result in immediate termination of the event, with forfeiture of fee and security deposit.

***I understand the Policies and Conditions of Adventure and Enchantment Birthday Parties and agree to the terms.***

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Signed

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Date